

12/1/95

Bulletin No. 95-45

P-254O D-E

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P-2540      Problems (Continued)

D.      Food Stamps To Be Held

Food stamps which are to be issued incorrectly (duplicate issuance, etc.) can only be held by Food Stamp Accounting (FSA) for a daily issuance. The deadline is noon on the day after approval.

Send a MAIL message to FSAU with:

- a.      The run date.
- b.      The district office under which the household appears on the issuance list.
- c.      Household name.
- d.      The amount of issuance.
- e.      Reason for stamps to be held.
- f.      Mailing address.

E.      Returning Food Stamps to State Office

When food stamps are returned to state office for the following reasons, include the indicated form. Always include documentation with any stamps returned to state office.

Unclaimed stamps - a copy of the ACCESS receipts transmittal so Food Stamp Accounting can credit the correct case.

Stamps received as payment on a claim - DSW 140 (District Recovery Receipt).

Damaged or incorrectly printed stamps or books for which a client requested replacement - DSW 278A (Food Stamp Household Loss Affidavit).

Do not use the ACCESS receipts transmittal form for envelopes with code numbers ending in SM (stolen in the mail) or CSM (certified stolen in the mail). These are replacement stamps returned by the client because he or she eventually received the original issuance that was reported lost or stolen in the mail. No form is required when you return these to the Food Stamp Accounting Unit.

All stamps must be returned by certified mail to DSW, P.O. Box 719, Waterbury, Vermont, 05676-9984. When returning stamps from more than one case on the same day, combine as many stamps as possible in one envelope in order to save certified mail fees on separate envelopes.

Mark all loose stamps "VOID" full books "VOID" since they if they are payments on a claim. Do not mark will be returned to inventory.